



HANDBOOK
Duties of the First Mates' Officers

Compiled by Lady Commodore Ruth Gregory,
President of the First Mates – 1993.

Revised, following Constitutional Change,
By Past Lady Commodore Mary Morrison – 2001

Note

As a courtesy to the next incoming person taking your position, please pass this manual, notes, and any reports you may have created for this position.

DUTIES OF PRESIDENT:

- 1) Set dates & times of meetings.
- 2) Chairs & co-ordinates meetings.
- 3) Distributes copies of the Constitution and Duties of First Mates' Officers' Handbook to each member of the Executive at first scheduled meeting.
- 4) Attends Yacht Club functions and other duties secondary to the Club i.e.: funerals, visitation, and other Yacht Club's functions when invited.
- 5) Introduces Mates' Executive Officers at Opening Dinner.
- 6) Welcomes Members and Guests to Ladies Luncheon.
- 7) Prepares a report for each Mates' meeting.
- 8) Assists nominating committee in recruiting Officers for coming year.
- 9) Introduces & thanks Mates' Executive at Closing Dinner.
- 10) Prepares a report for the Annual General Meeting.
- 11) Ensures that Notice of Annual General Meeting, with proposals and nomination report is prepared by Secretary, and is sent with Directors' Notice (to save postage).
- 12) Chairs Annual General Meeting.
- 13) Arranges to make contact with the First Mate Members and Associate Members one week prior to AGM by phone or email to encourage attendance to obtain a quorum.

DUTIES OF PAST PRESIDENT:

- 1) Attends all P.D.Y.C. First Mates' meetings.
- 2) Acts as a resource to the new President.
- 3) Helps with P. D. Y. C. First Mates' activities as needed.
- 4) Buys gift for outgoing President, to be presented at the Closing Dinner. Give receipt & bill to Mates' treasurer.
- 5) Ensures outgoing President's name is engraved on the Mates' Presidents' Plaque. Give receipt & bill to Mates' treasurer.
- 6) Prepares a report for the Annual General Meeting.

DUTIES OF VICE-PRESIDENT:

- 1) Chairs meetings in absence of President.
- 2) Prepares a report for each First Mates' meeting.
- 3) Acts as Liaison between First Mates' and Directors' meeting, relaying information & requests.
- 4) Facilitates the donation of annual start up fees to the First Mates, from the Director's Treasurer (usually in Jan. or Feb.).
- 5) Prepares a report for the First Mates' Annual General Meeting.

DUTIES OF SECRETARY:

- 1) Makes up a list of First Mates' Executive Officers including position, address, e-mail address if available, telephone number, and distributes to First Mates' Officers.
- 2) Prepares an agenda for meetings.
- 3) Records minutes of meetings; mails (or e-mails) minutes of meetings to Executive Officers; posts minutes of meetings at Yacht Club (during summer season).
- 4) Drafts letters of acknowledgement or thanks as directed by First Mates' Executive.
- 5) Prepares Notice of Annual General Meeting, with nominations & proposals, and co-ordinates with Directors' Secretary to have Notice sent out with theirs, to save postage.
- 6) Prepares copies of previous year's minutes of Annual General Meeting.
- 7) Prepares Agenda and Sign-in sheet for Annual General Meeting.
- 8) Prepares annual report.

DUTIES OF TREASURER:

- 1) Records all finances.
- 2) Prepares a report for each Mates' meeting.
- 3) Pays all bills when given the appropriate receipts.
- 4) Prepares a report of H.S.T. transactions & gives it to the Board of Director's Treasurer.
- 5) Prepares an annual report, with copies for all in attendance at the Annual General Meeting.

DUTIES OF ENTERTAINMENT CO-ORDINATOR

- 1) Co-ordinates social functions for First Mates –
 - a. Ladies' Luncheon
 - b. First Mates' June Social interacting with Entertainment Director.
- 2) Decides on theme for Luncheon, books caterer, entertainment, orders tablecloths, napkins, centerpieces, prepares posters & advertising for Newsletter, prints & sells tickets, takes reservations for tables of 6, prepare punch (if desired), welcomes Members & guests, introduces Lady Commodore for a few words, conducts draws, ensure cleanup. Prepares a report of the event for the next Mates' meeting.
- 3) Decides on caterer for June Social. Ensures that there are enough paper plates & plastic utensils for event. Orders dessert. Prepares posters & advertising for newsletter. Prints & sells tickets. Co-ordinates volunteers (usually in easy shifts) to prepare, serve & cleanup. If required order buns, then purchases extra salads if desired, groceries for Caesar salad, tomatoes, pickles, coffee, sugar & cream. Ensures that coffee is prepared & started at least 1 ½ hours before needed. Co-ordinates cleanup. Prepares report of event for next Mates' meeting.
- 4) Turn over profit & receipts from events to Mates' Treasurer.
- 5) Prepares report for Annual General Meeting.
- 6) Orders donuts, prepares coffee (cream & sugar) for Annual General Meeting; gives bill & receipt to Mates' Treasurer.
- 7) Orders donuts, prepares coffee (cream & sugar) for Annual General Meeting; gives bill & receipt to Mates' Treasurer.
- 8) Receives a start up float from Treasurer in January or February.

DUTIES OF KITCHEN CO-ORDINATOR:

- 1) Counts & records inventory of kitchen supplies/lines in early spring. Checks inventory results against last year's list, and reports missing items to Executive so they can be replaced if necessary, before Opening Dinner.
- 2) Obtains key from House Director, and float from First Mates' Treasurer.
- 3) Co-ordinates spring clean up, making sure that cleaning supplies are available – rehang freshly washed curtains.
- 4) Checks the Kitchen after social functions to ensure that the parties responsible have completed the clean-up satisfactorily. (This is the perfect time to ensure that none of our equipment has disappeared).
- 5) Responsible that linens & tea towels etc. are cleaned & returned as soon as possible.
- 6) Replace supplies such as paper towels, foil, dish soap – keep all receipts for Treasurer.
- 7) Prepares rental agreement for kitchen or kitchen supplies (including chair backs), and gives money to Treasurer.
- 8) Interacts with House Director/Caretaker to obtain selected supplies or report any problems.
- 9) Interacts with Wednesday Dinner Caterer to prevent any conflicting dates for rentals/Club functions.
- 10) Prepares report for each Mates' Meeting.
- 11) Prepares final report for Annual General Meeting & returns any money left from float & receipts to Treasurer.
- 12) Co-ordinates fall close down (take curtains to wash).

DUTIES OF REGALIA:

- 1) Looks after regalia – ordering, displaying, selling or co-ordinating selling by Mates' Officers or bar staff, collecting money.
- 2) Prepares a report for each Mates' meeting & gives profits to Treasurer.
- 3) Gives all invoices and money collected to Treasurer recording the HST collected and paid.
- 4) Prepares a report for Annual General Meeting.

DUTIES OF NEWSLETTER EDITOR:

- 1) Co-ordinates when newsletter will be sent.
- 2) Requests float from Directors' Treasurer.
- 3) Co-ordinates all information to go into the newsletter, assuring that all upcoming functions are included.
- 4) Edits, types, copies, fills envelopes, addresses, stamps & mails newsletter to Members & Associates.
- 5) Post copy of Newsletter in Club (when open for season).
- 6) Prepares a report for each Mates' meeting.
- 7) Prepares report for Annual General Meeting. Gives copy of report & unused float to Directors' Treasurer.

First Mates' Caesar Salad Dressing – For BBQ Chicken:

Buy large bottle of Caesar dressing from Greg Little (583-1484) or from Knechtels (see Peter next door to Robin McFarlane).

1 head romaine lettuce for 9-10 people

2 kgs. Fresh parmesan cheese

8 boxes croutons

bacon bits (better if you cook real bacon & rip into pieces).

A litre homo milk to mix with the dressing & make it go further.

Thin rubber gloves, to mix salad by hand in big bin.

DUTIES OF THE BREAKFAST CONVENOR

- 1) Finds four couples to plan the menu and shop for the supplies needed.
- 2) Helps with the calculations of amounts of food needed to feed 10 people then multiply by 10.
- 3) Makes or asks for posters to advertise the breakfast. These should be put around the at least 2 weeks prior to the breakfast. The Newsletter is an excellent place to advertise.
- 4) Gives the person in charge a float of \$100 - \$150 to purchase supplies.
- 5) Offers guidance about the setting up for that day ie. time to arrive, when to start the coffee, arrangement of serving tables etc.
- 6) Informs the volunteers about the importance of clean-up. It is their responsibility to take out the garbage, clean the sinks, wash and return the tea towels as soon as possible.
- 7) Collects a breakfast log, all receipts and money from the volunteers. Asks the volunteers for any suggestions about the future breakfasts.
- 8) Fills out H.S.T. report.
- 9) Prepares a written accounting of each breakfast, along with all receipts and presents it and any money to the Treasurer at the First Mates' meeting following the breakfast.
- 10) Prepares an annual report.

P.D.Y.C. BREAKFAST CLUB

Below are some suggestions for anyone organizing a breakfast. They have been gathered after several years of trial and error. The most important thing to remember is the have FUN!

ADVANCE PLANNING:

- 1) Ideally, there should be 8 people to cook, serve and clean up:
 - 1 person to handle cash (try to have about \$10 in small bills and change
 - 2 people cooking
 - 1 person making toast
 - 1 person as a runner (refilling cream and sugar, wiping tables etc.)
 - 2 people gathering dishes, loading and unloading the dishwasher (heavy work)
 - 1 person helping the cooks (getting food ready, serving food)
- 2) Plan the menu, purchase the food using money from the Breakfast committee (remember to keep all receipts), figure the cost per breakfast. Attendance ranges from 80 – 110 depending to the date and weather. Try and keep the price low and calculate in H. S. T.

- 3) Buy quality food but look for bargains.

THE NIGHT BEFORE:

- 1) Partially cook bacon or ham, wrap well and refrigerate.
- 2) Get out toaster, griddles, plates, cups, cutlery, egg turners and salt and pepper. Fill sugar bowls. Fill milk pitchers and refrigerate. Leave butter out to soften if weather permits.
- 3) Set up coffee urns to be plugged in next morning.
 - a. 100 cup urn – 100 cups water and 6 cups reg. Ground coffee
 - b. 80 cup urn – 80 cups water and 5 cups reg. Ground coffee
 - c. 30 cup urn – 30 cups water and 1 7/8 cup reg. Ground coffee

IN THE MORNING:

Have one person there by 8:00 am to get the coffee started – the large urns take an hour and small ones 30 min – and there's always someone who arrives early for coffee.

PORT DOVER YACHT CLUB

November 6, 1988
Amended November 6, 1993
Amended June 15, 2001

CONSTITUTION OF THE OFFICERS OF THE FIRST MATES
OF THE PORT DOVER YACHT CLUB

PURPOSE:

To assist the Executive Board of Directors of the Port Dover Yacht Club in the operation of the club.

MEMBERSHIP:

One spouse/companion of the Port Dover Yacht Club Member or Associate Member.

THE FIRST MATES OFFICERS CONSIST OF THE FOLLOWING MEMBERS:

President

Past President

Vice-President/Liaison

Secretary

Treasurer

Entertainment Co-ordinator

Kitchen Co-ordinator

Regalia Co-ordinator

Newsletter Editor

DUTIES OF OFFICERS

PRESIDENT:

- a) Chairs and Co-ordinates meetings.
- b) Sets dates and times of meetings.
- c) Prepares a report for each meeting.
- d) Prepares an annual report.

PAST PRESIDENT:

- a) Attends all PDYC First Mates Meetings.
- b) Acts as a resource to the new President.
- c) Helps with PDYC First Mates activities as needed.
- d) Buys gifts for current President to be presented at the closing dinner.
- e) Ensures engraving of the Plaque for the outgoing President.

VICE PRESIDENT/LIAISON:

- a) Chairs meetings in absence of President.
- b) Liaison with Directors.
- c) Prepares an annual report.

SECRETARY:

- a) Records minutes of meetings.
- b) Mails or E-mails minutes to officers prior to next meeting.
- c) Posts minutes of meetings in Yacht Club.
- d) Distributes minutes of previous Annual General Meeting.
- e) Sends out Notice of Annual General Meeting.
- f) Prepares annual report.

TREASURER:

- a) Records all finances.
- b) Prepares a report for each meeting.
- c) Pays all bills.
- d) Prepares an annual report and distributes the report to all in attendance at the Annual General Meeting.

ENTERTAINMENT CO-ORDINATOR:

- a) Prepares reports for meetings and gives proceeds to treasurer.
- b) Prepares b) Co-ordinates preparation of advertising for social functions of First Mates.
- c) Co-ordinates social functions for First Mates and meets with Entertainment Director when necessary.
- d) Prepares and distributes tickets for events of First Mates.
- e) Co-ordinates volunteer helpers for events of First Mates including cleanup after the event.
- f) Prepares annual report.

KITCHEN CO-ORDINATOR:

- a) Responsible for linens and other kitchen supplies including rentals.
- b) Gives money collected from kitchen and supply rental to treasurer.
- c) Prepares an annual report.

REGALIA CO-ORDINATOR:

- a) Looks after regalia – ordering, collecting money and selling at club functions
- b) Prepares a report for each meeting and gives monies collected to the treasurer.
- c) Prepares annual report.

NEWSLETTER EDITOR:

- a) Co-ordinates all information to go into the newsletter ensuring that all functions are included.
- b) Mails newsletter to members.
- c) Co-ordinates dates for newsletters to be sent.
- d) Prepares annual report.

TERM OF OFFICE AND FISCAL YEAR:

The term of office and the fiscal year for Officers of the First Mates shall be from the conclusion of the Annual General Meeting where appointed, until the conclusion of the next Annual General Meeting.

REVISIONS:

Any part or parts of this Constitution and By-laws may be amended, or repealed or any additions made thereto at any properly constituted General Meeting of the members of the First Mates section upon 2/3 majority vote, provided due and proper notice of motion has been given and that the notice contain a brief and fair statement of the proposed change, and a quorum of qualified voting members in present at the meeting. Such notice must be mailed to the members at least 10 days prior to the meeting.

MEETINGS:

ANNUAL MEETINGS:

An Annual Meeting shall be held as determined by First Mates Officers. The meeting is to be held in the fall before Clubhouse closings.

- a) Reports of the Officers shall be read and discussed.
- b) Concerns of the First Mates, such as proposals for spending money raised, shall be discussed.
- c) This meeting shall also vote on such motions as have had regular notice given in the prescribed manner and such other business as may properly come before the meeting.
- d) At the Annual General Meeting 10 % of members in good standing shall constitute a quorum for the transaction of business.
- e) Notice of the First Mates Annual General Meeting shall be sent to each member 10 days prior to the meeting.